

Constitution of “Charitable Indulgence”

1. Name

The official name of this recognized student group is “**Charitable Indulgence**”

The acronym or abbreviation of this group is: **CI**

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:
Produce and sell treat boxes with the goal of making a difference in our communities, within and beyond Canadian borders, by supporting them financially and ensuring the protection and wellbeing of the most vulnerable.

3. Membership

Executive members with voting privileges have to be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be **\$0** per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students’ Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee shall be composed of at least five (5) elected officers. These include a President, Vice President, Logistics Director, Marketing Director, Corporate Outreach Director and Finance Director.

The Duties of the President:

- Oversee the operations, management and success of the group.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Hold signing officer authority along with the Finance Director for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure smooth transition of office of future Executives.
- Issue the final donation to the partner charity.
- Choosing the charity through which we will be donating the money.
- Work with the VP to facilitate the feedback sessions so members can get promoted/demoted according to their performance.

The Duties of the Co-President:

- Oversee the operations, management and success of the group.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Hold signing officer authority along with the Finance Director for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure smooth transition of office of future Executives.
- Issue the final donation to the partner charity.
- Choosing the charity through which we will be donating the money.
- Work with the VP to facilitate the feedback sessions so members can get promoted/demoted according to their performance.

The Duties of Vice-President:

- Assume duties of the President in his/her absence.
- Be the spokesperson for the group, notably when it comes to collaborations with clubs.
- Oversee the various committees, ensuring standard goals are being met.
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
- Coordinate recruitment efforts.
- Take care of packing day and bake sale logistics (location, amount of boxes/food, bringing the tables and necessary items required to package the treat boxes)

The Secretary shall:

- Make a list of all registered members

- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Duties of the Finance Director:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Additional responsibilities may include:
- Keep track of orders that are placed for treat boxes, ensuring that all boxes are paid for and all customers receive their treat box.
- Maintain records of donations to be shared with members and donors.

Duties of Corporate Outreach Director

- Decide on the menu, taking into consideration dietary restrictions (ideally ensure halal and vegan ingredients)
- Reach out to bakeries and negotiate the amount of desserts they will provide us. (ideally they would give CI the products free of charge)
- Coordinate with the Marketing Director as to what type of marketing we can offer sponsors.
- Develop a sponsorship package.
- Finalize the recipe lists and ensure they meet club standards.
- Collaborate with other members to decide what will be included in the treat boxes

Duties of Logistics Director

- Organize online orders logistics by working closely with the Corporate Outreach Director and determining treat box distribution routes.
- Determine the members who will be picking up the desserts from businesses (or otherwise baking the desserts) and finalize time pick-ups and drop offs.
- Assist the Director of Corporate Outreach in reaching out to sponsors and answering inquiries in a timely fashion.
- Developing a timeline to be used by all members of the team so everyone is familiar with initiative dates as well as deliverable deadlines.
- Work closely with the Co-presidents to finalize a schedule that all departments will need to follow in order to ensure proper execution of the bake sales, the packaging days and the fulfillment of online orders.

Duties of Marketing Director

- Coordinate social media campaigns to advertise the club to customers and recruit members.

- Assign tasks to members of the marketing committee (ie. generating social media posts for specific campaigns)
- Collaborate with the rest of the team to ensure the club has a strong and consistent brand.
- Have a timeline for when posts are set to be released as well as what types of posts (reels, stories, pictures..etc) will go up on which type of platform (facebook, instagram, tiktok..etc)

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

In cases of internal conflict:

If the conflict arises within a specific committee (Such as marketing, logistics, corporate outreach, finance..etc) then the Director of that committee first reserves the right to make the final decision regarding next steps.

If a decision cannot be reached or members cannot agree upon one thing, then the matter shall be escalated to the President and Vice President who will make the final call about the issue. If it is an issue that directly affects the entire team, then a team-wide vote shall be taken and we will rule with what the majority wants. This team-wise vote shall be facilitated by the President.

If a conflict arises between the executives (such as a disagreement that arises between one executive who wishes to implement something, vs another who believes it isn't a good idea) then a vote will be held amongst all executives or the President reserves the right to make the final decision.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T students may not vote by proxy. Non-registered students may not nominate or vote in elections.

Only registered U of T students who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

- **Voting membership is open to all registered students of the University of Toronto**
- **All voting members of the Executive Committee must be currently registered students of the University of Toronto**

- **All voting positions on the Executive Committee shall be filled through an annual election**

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

a) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.